

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING MINUTES
July 28, 2021

Trustees Present: Vernie Coy, Jason Taylor, Kenneth Huss, Russell Karn, Thomas Smith, Carl Tharman (via conference phone)

Call to Order: Chairperson Thomas Smith called the meeting to order at 6:30 p.m. in the Conference Room of the David Reist Administration Building on the Highland Campus.

Election of 2021-2022 Board Officers: Chairperson Thomas Smith yielded the floor to College President Deborah Fox to conduct the annual election of Board officers. It was moved by Mr. Coy, seconded by Mr. Karn, to continue with the current slate of officers. Motion passed.

President Fox yielded the floor to Chairperson Thomas Smith.

Approval of the Agenda: Chairperson Smith requested that Item IX.H , Blue Cross Blue Shield Renewal Rates, be added to the agenda. It was moved by Mr. Taylor, seconded by Mr. Karn, that the Agenda be approved as amended. Motion passed.

Approval of the Minutes: It was moved by Mr. Coy, seconded by Mr. Karn, that the minutes of the June 23, 2021, Regular Meeting and the July 14, 2021, Special Meeting minutes be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Coy, that warrants numbered 468484 through 468686 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Consent Agenda, Annual Meeting Action Items: President Fox noted a change to be made under Designation of Delegates and Representatives. Sara Roberts is to be added as the KPERs Representative to replace Darlene McNemee. It was moved by Mr. Karn, seconded by Mr. Coy, that the Consent Agenda be approved as amended. Motion passed.

Executive Session: It was moved by Mr. Karn, seconded by Mr. Coy, that the Board go into Executive Session at 6:38 p.m. for no more than 20 minutes to discuss Acquisition of Real Property and asked that President Fox, Randy Willy, Vice President of Finance and Operations, and Carl Tharman (via conference phone) remain in the session. Motion passed.

The Board reconvened to Regular Session at 6:58 p.m.

It was motioned by Mr. Karn, seconded by Mr. Coy, that the Executive Session be extended for no more than 10 minutes. Motion passed.

The Board reconvened to Regular Session at 7:08 p.m.

It was motioned by Mr. Karn, seconded by Mr. Coy, that the Executive Session be extended for no more than 5 minutes. Motion passed.

The Board reconvened to Regular Session at 7:13 p.m.

Approval of Academic Calendar, Second Reading: President Fox confirmed that the Summer Blitz program for 2022 has been removed from the Academic Calendar. She stated that a lot of work goes into the program and with attendance numbers being low for the on campus classes, the Administration would like to offer the courses strictly online next Summer and will re-evaluate the program during the 2023 academic year. She stated that during the Summer months, campus maintenance projects need to be a priority to prepare the campus for the Fall semester. It was moved by Mr. Taylor, seconded by Mr. Karn that the 2022-2023 Academic Calendar be approved as presented. Motion passed.

Wellness Center Curtain Maintenance Wamco Bid: President Fox confirmed that the drop-down curtains in the Wellness Center have begun to show signs of wear and need to be replaced. She presented the Board with a bid from Wamco to replace the curtains. It was moved by Mr. Coy, seconded by Mr. Karn, that the bid from Wamco to replace the drop-down curtains in the Wellness Center be accepted. Motion passed.

Student Handbook Review, First Reading: The Trustees were presented with a draft of the updated 2021-2022 Student Handbook. Dr. Eric Ingmire, Vice President for Student Services, discussed the changes made to the handbook. He stated that the verbiage in the handbook has been changed to make it easier for students and parents to understand and maneuver through. There were changes made to the Violations section that displayed the rules and disciplinary actions more clearly and with more detail.

Athletic Insurance Renewal: Mr. Randy Willy provided the Board with athletic insurance bid information provided by Dissinger Reed, the College's athletic insurance broker. Dissinger Reed assisted the College in searching the marketplace for the best possible renewal rates. Their recommendation was for the College to stay with its current athletic insurance carrier, A-G Administrators, for 2021-2022 due to the lower rates and established working relationship. Discussion. It was moved by Mr. Taylor, seconded by Mr. Tharman, that the quote from Dissinger Reed for A-G Administrators be approved. Motion passed.

IMA Insurance Renewal for Property, Liability, and Worker's Compensation: Mr. Randy Willy reviewed the Premium Summary and Comparison worksheet for the College's renewal with IMA for Property, Liability, Worker's Comp and Automobile insurance coverage. It was moved by Mr. Karn, seconded by Mr. Coy, that the quote from IMA for insurance coverage be approved as presented. Motion passed.

Board Planning and Future Expenditures: President Fox provided the Trustees with a list of maintenance projects that are a part of the College's future planning list and needing to be addressed. She explained that the College has COVID relief funds that have been set aside to assist with revenue loss and can be used towards these projects. She encouraged the importance of prioritizing the projects and deciding which ones need to be addressed first. Discussion.

Conceal and Carry Policy Update Due to Legislative Changes: President Fox confirmed that there have been legislative changes to the Kansas Conceal and Carry law. As of July 1, 2021 the age allowed to conceal and carry in Kansas has been reduced to 18 years old as long as they can provide the required permits. She discussed the changes made in the Student Handbook that reflect the new law. It was moved by Mr. Tharman, seconded by Mr. Taylor that the changes

made to the Conceal and Carry section of the Student Handbook be approved as presented. Motion passed.

Blue Cross Blue Shield Renewal Rates: President Fox provided the Trustees with a summary of renewal rates with Blue Cross Blue Shield for 2021-2022. IMA provided a summary of rates and the medical plans will remain the same as last year for employees but the contribution rate made by the College will have a very small increase. It was moved by Mr. Coy, seconded by Mr. Karn, that the College renew health insurance coverage with Blue Cross Blue Shield for 2021-2022. Motion passed.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through June 2021 and discussed income and expense reports. He confirmed that a Zoom meeting with auditors will take place on August 13. The Title III Grant application has been submitted to the Department of Education and he will know in September if it will be awarded. Mr. Willy explained that the pipes in the Cafeteria were in bad shape and have been replaced. He discussed numerous other maintenance projects being completed on campus.

Academic Affairs: Mrs. Sharon Kibbe, Dean of Instruction, confirmed that the College did not receive the Library Grant that Cindy Davis, Director of the Library, applied for. However, she continues to search for other opportunities. Summer Blitz classes will be ending on July 29th. Faculty Inservice will take place on August 20th as well as a luncheon for all employees to attend. Mrs. Kibbe discussed the names and titles of new faculty members and stated that they will be attending a training on August 17th. She confirmed that in person Fall classes will be returning to regular capacity as they were pre COVID. Classrooms will continue to provide sanitary supplies for all students and faculty members.

Technical Education: Lucas Hunziger, Dean of Technical Education, discussed the maintenance projects that have taken place at the Technical Center over Summer break, including the paving of the parking lots. He confirmed that a new maintenance truck has been chosen from Lewis Chevrolet but cannot order it until August 12th. New faculty members recently attended a teacher training in Kansas City. Mr. Hunziger reviewed the Technical Center's student enrollment numbers for the Fall semester. He stated that the Precision Ag Golf Tournament that took place on July 21st was a great success and he extended his gratitude to Cara Baker, Western Center Director, Eric Wright, Western Center Precision Ag Instructor, and Keith Jaloma, Director of HCC Foundation, for their hard work putting the event together.

Student Services Report: Dr. Eric Ingmire, Vice President for Student Services, confirmed that student athletes will begin moving into the dorms on July 29th, which consists of 150-180 students. He stated that Summer Blitz is coming to an end. Cross Country athletes and all other students will be arriving in August for the Fall semester. New Student Enrollment Day will take place on August 4th. Dr. Ingmire provided the Trustees with a handout that compared enrollment numbers for all locations including online and concurrent from the past six years.

Trustees' Report: None.

President's Report: President Fox gave a brief review about the President/AD Kansas Jayhawk Conference Meeting she attended via Zoom. She gave updates from the Foundation Meeting which included discussion of the Klinefelter property and maintenance. The Iowa and Sac and Fox tribes will be holding a Land Grant Ceremony that will include transitioning the property of the Mission from the State of Kansas to the tribes.

President Fox attended the Open House for the Diesel Building in Atchison and said it had a great turnout. She will be attending a meeting on July 29th to discuss the Kansas Promise Act. The Atchison Technical Center RN program will have their pinning ceremony on August 13th. Troy and Doniphan West High Schools will be hosting the KSHSAA preseason High School Football Jamboree at Highland Community College on August 27th. Hutchinson Community College will be hosting the KACCT Meeting on August 27th & 28th.

A recess was held from 9:00 p.m. – 9:05 p.m.

Executive Session: It was moved by Mr. Karn, seconded by Mr. Huss, that the Board go into Executive Session at 9:05 p.m. for no more than 30 minutes to discuss Non-elected Personnel with no action to follow and asked that President Fox , Eric Ingmire and Carl Tharman (via conference phone) remain in the session. Motion passed.

The Board reconvened to Regular Session at 9:35 p.m.

Adjournment: It was moved by Mr. Karn, seconded by Mr. Huss that the meeting adjourn. Motion passed. Meeting adjourned at 9:35 p.m.

Thomas Smith
Chairperson

Date

Carl Tharman
Secretary/Treasurer